SHARP

# ELECTRONIC ORGANIZER

## OPERATION MANUAL

**ZQ-520**
**ZQ-540**

***CONTENTS***


*Using the Organizer for the First Time* ..... 1
*When Abnormal Conditions Cause a Malfunction* ..... 1
*Auto Power Off Function* ..... 1
*Backlight* ..... 2
*Adjusting the LCD Contrast* ..... 2
*Turning the "beep" On and Off* ..... 2
*Selecting the Guidance Language* ..... 2
*Part Names* ..... 3
*Display Symbols* ..... 4
*Entering Characters* ..... 4
*Note on the Description of the MENU Key Operations* ..... 5
*Notes for the Built-in Calendar and the Time* ..... 5
*Clock Mode* ..... 6
*Telephone Mode* ..... 8
*Calendar Mode* ..... 9
*Schedule Mode* ..... 9
*To Do Mode* ..... 12
*Memo Mode* ..... 12
*Expense Mode* ..... 13
*Anniversary Mode* ..... 14
*Checking the Memory Storage* ..... 15
*Freeing Up Memory* ..... 15
*Recalling the Listings* ..... 15
*Editing the Listings* ..... 17
*Deleting the Listings* ..... 17
*Calculator Mode* ..... 18
*Conversion Mode* ..... 19
*Secret Function* ..... 21
*Battery Replacement* ..... 23
*Specifications* ..... 24
***Using the included Software CD-ROM ..... 26***

**NOTICE**

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- This Organizer is not designed to transfer/receive e-mails by using the E-mail addresses you will store.
- The information provided in this manual is subject to change without notice.
- All company and/or product names are trademarks and/or registered trademarks of their respective manufacturers.
- Microsoft® and Windows® are registered trademarks of Microsoft Corporation.

**CAUTIONS**

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Clean only with a soft, dry cloth.
- Use only a SHARP approved service facility.

**NOTES**

- Unless otherwise specified, the text material applies to both models.
- Either of the models described in this manual may not be available in some countries.

**Included in this Package**

- SHARP Electronic Organizer ZQ-520 or ZQ-540
- Alkaline batteries LR03 x 2
- Operation manual (This book)
- Software CD-ROM
- PC Link cable

Please contact your dealer if any of the above items are not included in the package or if they are broken.

This equipment complies with the requirements of Directive 89/336/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinie 89/336/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans la directive 89/336/CEE modifiée par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijn 89/336/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC med tillæg nr. 93/68/EEC.

Quest' apparecchio è conforme ai requisiti della direttiva 89/336/EEC come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/ΕΟΚ, όπως ο κανονισμός αυτός συμπληρώθηκε από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências da directiva 89/336/CEE na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de la Directiva 89/336/CEE modificada por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjen 89/336/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivet 89/336/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivin 89/336/EEC vaatimukset, jota on muutettu direktiivillä 93/68/EEC.

**In Canada:**

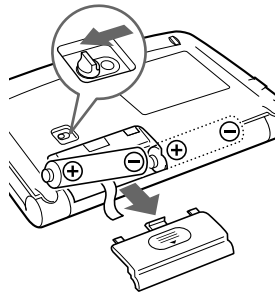
This Class B digital apparatus complies with Canadian ICES-003.

## *Using the Organizer for the First Time*

Be sure to perform the following operations before using the Organizer for the first time.

**(1) Installing the batteries**

1. Set the battery replacement switch on the bottom of the Organizer to **REPLACE BATTERIES**.
2. Slide off the operating batteries cover.
3. Insert the two batteries on the top of the ribbon tab, as shown in the diagram.
4. Replace the operating batteries cover.
5. Set the battery replacement switch to **NORMAL OPERATION**.

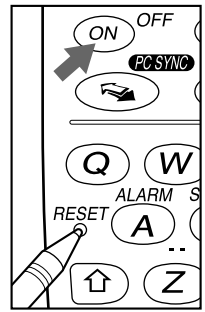


**(2) Initializing the Organizer**

1. Press the **RESET** switch while holding down [ON]. Release the **RESET** switch and then release [ON].

   "CLEAR ALL DATA OK(Y/N)?" is displayed.

- Press the **RESET** switch with a ball-point pen or similar object. Do not use an object with a breakable or sharp tip.
- Under certain conditions the message may appear as "Data has been impaired! Press [Y] to CLEAR ALL memory". Proceed to the next step in either case.




2. Press [Y] to initialize the memory of the Organizer.
3. Select the desired language. Press [NEXT] to move to the next language screen, then press [PREV] to move to the previous language screen.

   For example, press [2] to select English.

< LANGUAGES >
1 DEUTSCH
2 ENGLISH
3 ESPAÑOL
4 FRANÇAIS

- Then the Home Clock is displayed. Proceed to set the date and time of the clock. (Refer to page 6.)

★ You can change the Date format, the Weekly format and the Time system. The explanations are given on this manual with "Month/Day/Year" for the Date format, "Sunday to Saturday" for the Weekly format and "12-hour" for the Time system.

## *When Abnormal Conditions Cause a Malfunction*

If the Organizer is subjected to strong, extraneous electrical noises or shocks during use, an abnormal condition may occur in which no keys (including [ON] and [OFF]) will respond. If this happens, press the **RESET** switch.

Noises or shocks may erase some or all of the Organizer's memory.

## *Auto Power Off Function*

When none of the keys has been pressed for approximately 7 minutes, the Organizer automatically turns the power off to save the batteries. (The actual time may vary depending upon the condition of use.) Press [ON] to resume operation.

### *Backlight*

The Organizer is provided a built-in Backlight, which allows you to view the display and use the Organizer even in low-light conditions.
Pressing [BackLight] once illuminates the display for as long as you continue to use the Organizer, until you have not typed any key for 15 seconds.

- To turn the Backlight off, press [BackLight] again.
- The Backlight may remain on for less than 15 seconds or it may not function if the battery level is very low.

★ The backlight turns off automatically if you carry out the following operations with the Organizer.

- Storing any listings in the Organizer
- Deleting any listings from the Organizer
- Marking any completed TO DO listings as done with [✓]
- Freeing up memory
- Exchanging data with a personal computer

★ Do not use the Backlight unnecessarily.

- Since the Backlight drains power from the operating batteries, excessive use of the Backlight will significantly reduce the life of your batteries.
- Do not continue using the Organizer after it has automatically turned itself off while the backlight was being used. Even if it can be turned on again, the clock time will be incorrect and other functions may not work properly until the batteries are replaced.

### *Adjusting the LCD Contrast*

1. Press [MENU] [2] to select "2 CONTRAST".
2. Press [▲] or [▼] to darken or lighten the display.

- The amount of contrast changes continuously while either [▲] or [▼] is held down.

3. Press [C•CE] after adjusting the contrast.

### *Turning the "beep" On and Off*

While " ♪ " is displayed, a "beep" will sound when a key is pressed. To turn the "beep" on and off, press [2nd] [♪] ( [2nd] [◄] ). The "beep" will not sound when " ♪ " is turned off.

### *Selecting the Guidance Language*

The Organizer can give messages and guidance during operation in seven different languages.

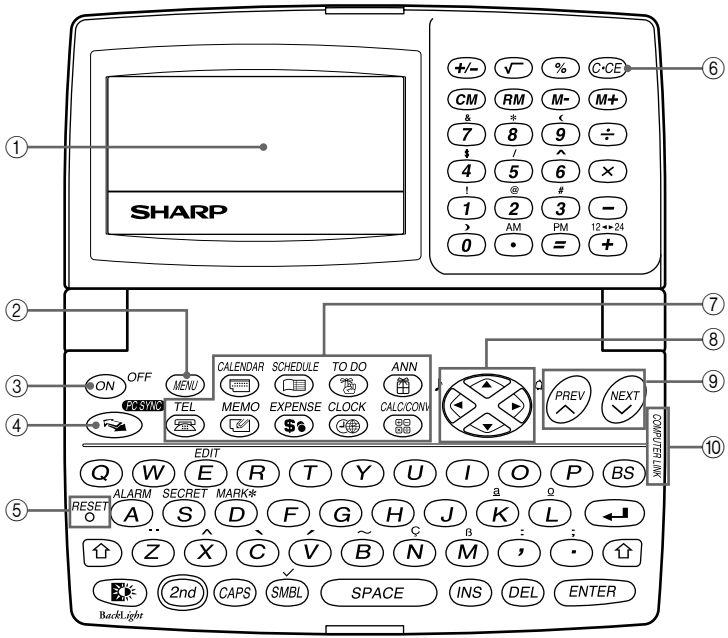
*<Example>* Change the guidance language from English to Italian.

1. Press [MENU] [NEXT] [3] to select "3 LANGUAGES".
2. Press [NEXT] [1] to to select "1 ITALIANO".

All messages and guidance will now appear in Italian.

- In this manual explanations are based on a guidance language set to English.

## Part Names




① Display
② MENU key
③ Power ON/OFF key
④ PC-LINK key (PC SYNC)
⑤ RESET switch
⑥ Clear/Clear entry key
⑦ MODE keys
⑧ Cursor movement keys
⑨ SEARCH keys
⑩ Option port (COMPUTER LINK)

---

In this manual the keys are represented by symbols, for example:




→ [&] : Indicates the & key.
→ [7] : Indicates the numeric 7 key.




→ [SCHEDULE] : Mode key with only one function.

The [⇧] key : These keys are used to select capital (uppercase) or small (lowercase) letters or to access the symbols above the number key and "**:**" and "**;**". While holding down [⇧], press the desired key to be entered.

Numbers, letters and space for operation are shown in italic and bold.

## Display Symbols

♪ : A "beep" will sound when a key is pressed.

: The schedule alarm will sound.

**CAPS** : Capital (uppercase) letters will be entered. To enter small (lowercase) letters, turn "CAPS" off by pressing [CAPS].

**EDIT** : The listing on the display can be edited.

**2nd** : Indicates that [2nd] has been pressed.

: More information exists above the current display. (Press [▲].)

: More information exists below the current display. (Press [▼].)

[S] : Secret function is in effect. (Secret listings cannot be recalled without a password.)

∗ : Indicates that the recalled listing is secret.

**BAT** : Indicates that the operating battery level is low.

- In the display examples of this manual, only the symbols necessary for explanation will be shown.

**NOTES:**

- The symbol " ★ " shown by setting the LCD contrast to DARK is not used in this product.
- The " " mark indicates the alarm sound for the scheduled listings is turned on.

## Entering Characters

### 1. Moving the Cursor

The cursor ( _ , ■ or ◀ ) can be moved by pressing (or holding down) [▲], [▼], [◀], or [▶].

### 2. Entering Characters

**(1) Entering letters and numbers**

The cursor ( _ , ■ or ◀ ) indicates the position to enter a character or number. After initializing the Organizer, the default setting for entering letters will be capital (uppercase) letters. To enter small (lowercase) letters, turn "CAPS" off by pressing [CAPS].

**(2) Entering graphic symbols and special characters**

Press [SMBL] to display the symbol entry mode, allowing a total of 140 symbols and characters to be selected. To select the symbol display containing the desired symbol/special character, press [NEXT] (or [▼]) or [PREV] (or [▲]), then press the corresponding number.

- The first display is determined by your previous choice. The 10 most recently used symbols/special characters are stored and displayed on this display.

Press [SMBL] to exit the symbol entry mode.

You can also enter the following symbols/special characters by pressing [⇧] and an appropriate key (①) or directly from the numeric keys (②) located next to the LCD display:

① &, ∗, (, $, /, ^ , !, @, #, )

② ÷, ×, −, +, =, ±, %

- You cannot enter "√‾" symbol.

**(3) Entering non-English characters**

Press [2nd] followed by the corresponding keys.

Enter "Ä", "ü', "é" and "ô" in MEMO mode, for example.

Press [MEMO]

[2nd] [¨] ***A***

[CAPS] [2nd] [¨] ***u***

[2nd] [´] ***e***

[2nd] [^] ***o***

- "ç" is entered by pressing [2nd] [ç] . Non-English characters can also be entered as symbols.

## 3. Making Corrections

**(1) Inserting characters**

Press [INS] to change the cursor from " ■ " (replace) to " ◀ " (insert).

Press [INS] again to change the cursor from " ◀ " to " ■ ".

**(2) Deleting characters**

Press [DEL] to delete the character at the cursor position.

Press [BS] to delete the character to the left of the cursor.

- [DEL] and [BS] will not operate in some cases such as when you input the time in Schedule mode or you are in Calculator mode. In these cases, press [C•CE] and reenter.
- Press [C•CE] to clear all characters on the current display.

## *Note on the Description of the MENU Key Operations*

This Organizer offers a variety of functions which you choose from the menus (see the following table).

To switch or scroll the menu screens displayed by pressing [MENU] , press [NEXT] (or [▼]) to move to the next screen, or [PREV] (or [▲]) to move to the previous screen.

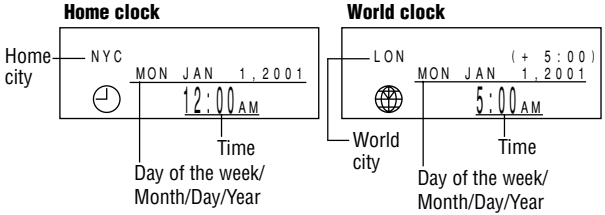
| Menu | See page… |
|---|---|
| Checking the Memory Storage | 15 |
| Adjusting the LCD Contrast | 2 |
| Deleting the Listings | 17 |
| Designating the File Names | 8 |
| Selecting the Date Format | 8 |
| Selecting the Weekly Format | 9 |
| Freeing Up Memory | 15 |
| Selecting the Guidance Language | 2 |

## *Notes for the Built-in Calendar and the Time*

- Calendar, Schedule, Expense, and Clock modes allow you to enter the desired date and time between Jan. 1, 1901 and Dec. 31, 2099.
- If an attempt is made to store an invalid time or date, you cannot move the cursor to date entering, or store the time and date by pressing [ENTER] . Enter the correct value and press [ENTER] again.

## *Clock Mode*

The Organizer has both Home and World clocks. The display switches between Home and World clock each time CLOCK is pressed.




"(+ 5:00)" indicates the time difference from the Home city.

## 1. Setting the Home Clock

**(1) Setting and changing the Home city**

Set your local city as the Home city by selecting its zone number.

Zone numbers are based on the distance of the zones from the international date line (zone number zero). For example, there is a 13-hour difference between the date line and London (London is 13 hours behind), so the zone number for London is 13. Honolulu is 23 hours behind the date line, so its zone number is 23.

The names and zone numbers of 27 cities are stored in the Organizer's memory. (See the following table.)

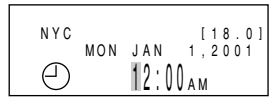
1. Press CLOCK once or twice to display the Home clock.
2. Press 2nd EDIT .
   - The zone number is displayed on the right side.
3. Press NEXT or PREV to display the desired city which corresponds to your local zone from the cities stored in the Organizer.
4. Press ENTER to set the Home city.
   - Zone numbers 0, 14, and 15 have no city name on the display.

| Zone No. | Display | City | Zone No. | Display | City |
|---|---|---|---|---|---|
| 0 | | | 10 | MOW | MOSCOW |
| 1 | AKL | AUCKLAND | 11 | CAI | CAIRO |
| 2 | NOU | NOUMEA | 12 | PAR | PARIS |
| 3 | SYD | SYDNEY | 13 | LON | LONDON |
| 3.3 | ADL | ADELAIDE | 14 | | |
| 4 | TYO | TOKYO | 15 | | |
| 5 | HKG | HONG KONG | 16 | RIO | RIO DE JANEIRO |
| 6 | BKK | BANGKOK | 17 | CCS | CARACAS |
| 6.3 | RGN | YANGON | 18 | NYC | NEW YORK |
| 7 | DAC | DHAKA | 19 | CHI | CHICAGO |
| 7.3 | DEL | NEW DELHI | 20 | DEN | DENVER |
| 8 | KHI | KARACHI | 21 | LA | LOS ANGELES |
| 8.3 | KBL | KABUL | 22 | ANC | ANCHORAGE |
| 9 | DXB | DUBAI | 23 | HNL | HONOLULU |
| 9.3 | THR | TEHRAN | 24 | MID | MIDWAY |

**(2) Setting the Clock**

*<Example>* Set the date and time to April 12, 2001, 10:05 PM (or 22:05).

1. Press CLOCK once or twice to display the Home clock.
2. Press 2nd EDIT .
   - The cursor will flash.
3. Press 12◄►24 to select the 12-hour or 24-hour clock.




   - The display switches between the two clocks each time 12◄►24 is pressed. AM or PM is displayed for the 12-hour clock (default). (Note: 12:00PM: noon, 12:00AM: midnight)
4. Enter the hour and minutes.

   ***1005*** PM (For the 24-hour clock, press 2205)

   (Enter 2 digits each for both hour and minutes.)

5. Enter the month, day, and year.

   ▲ ***04122001***

   Use ▶ to skip entering a number that needs no change.

6. Press ENTER . The clock starts from 0 second.

## 2. Using the World Clock

**Changing the city for the World clock**

1. Press CLOCK once or twice to display the World clock.
2. Press 2nd EDIT .
3. Press NEXT or PREV to display the city which corresponds to the desired zone.
4. Press ENTER .

## 3. Registering a City Name not Found in the List

If you want to set the city for the World clock to Rome, for example (Rome belongs to zone number 12, but is not included in the city list):

1. Press CLOCK once or twice to display the World clock.
2. Press 2nd EDIT .
3. Press NEXT (or PREV ) to set the zone number to 12.

   (Initially the city is "PAR" (PARIS).)

4. Enter the city name (up to 8 characters).

   ***ROME***

5. Press ENTER to store the new name.

- To register a city name for the Home clock, first display the Home clock then press 2nd EDIT and press ▲ ▲ to move the cursor to the city name line.
- Only one changed city name can be stored in each of the Home and World clocks.
- Each changed name is stored until you next change the zone number.

## 4. Setting Daylight Saving Time/Summer Time

If DST (daylight saving time/summer time) is used, the local time is advanced one hour during the summer. Both the Home clock and World clock can be set for DST as follows:

**(1) Home clock**

1. Press CLOCK once or twice to display the Home clock.
2. Press 2nd EDIT .
3. Enter the correct daylight saving time/summer time.
4. Press 2nd ENTER to set the time as DST.

   A " ✹ " appears on the display and DST is now set.

**(2) World clock**

1. Press CLOCK once or twice to display the World clock.
2. Press 2nd EDIT .
3. Press 2nd ENTER .

   A " ✹ " appears on the display and DST is now set. Setting DST in the World clock automatically sets the time one hour ahead.

- When DST is set for one World city, it is used for all cities displayed in the World clock.
- DST can be set independently in either the Home or the World clock.

**(3) Clearing DST**

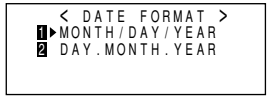
To clear DST, follow steps 1 to 4 for Home clock, or follow steps 1 through 3 for World clock.

The " ✹ " disappears.

## 5. Selecting the Date Format

The date format can be switched between MONTH/DAY/YEAR and DAY.MONTH.YEAR.

1. Press [MENU] [5] to select "5 DATE FORMAT".
2. Press [1] or [2] to select "MONTH/DAY/YEAR" or "DAY.MONTH.YEAR".




- A "▶" mark moves to your selection and you return to the mode in which you were before pressing [MENU].

## *Telephone Mode*

In Telephone mode, a listing consists of 4 entries: name, number, E-mail address, and postal address.

Further, Telephone listings provide 3 files (TEL1, TEL2, TEL3). The files are cycled each time you press [TEL]. You can switch them for convenience by keeping business, private and other listings separate.

## 1. Designating the File Names

You can change each file name in up to 10 characters long as follows:

1. Press [MENU] [4] to select "4 TEL FILE NAME".
2. Enter the new name for TEL1, then press [ENTER].

- You can skip changing a file name by pressing [ENTER].
- To cancel entering the file names, press [C•CE] twice.

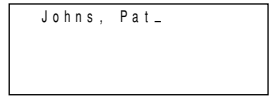
3. Press [TEL] to check the new file name(s).

## 2. Storing the Telephone Listings

1. Press [TEL] to display the TEL1 entry prompt.

2. Enter the name. For example,

   ***Johns, Pat***

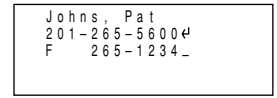



3. Press [ENTER].

   The number entry prompt is displayed.

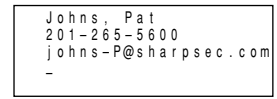
4. Enter the phone and fax numbers. For example,

   ***201-265-5600*** [↵]
   ***F 265-1234***



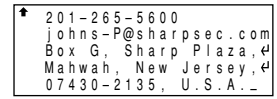

5. Press [ENTER], then enter the E-mail address. For example,

   ***johns-P@sharpsec.com***




6. Press [ENTER], then enter the address. For example,

   ***Box G, Sharp Plaza,*** [↵]
   ***Mahwah, New Jersey,*** [↵]
   ***07430-2135, U.S.A.***




7. Press [ENTER].

   "STORED!" will be displayed briefly, then the listing will be displayed. The telephone listing is now stored.

- To skip entering the number, E-mail address, or address, press [ENTER] when "NUMBER?", "E-MAIL?", or "ADDRESS?" is displayed. However, the name entry cannot be skipped.

- To enter the next telephone listing, continue to enter in the same manner.
- The Telephone listings are stored in alphabetical order.

***See also …***


Recalling the Listings ..... 15
Editing the Listings ..... 17
Deleting the Listings ..... 17
Checking the Memory Storage .. 15
Entering Characters ..... 4


## *Calendar Mode*

### 1. Controlling the Monthly Calendar Display

The Organizer has a 5-line display and 4 weeks of a month and day of the week can be displayed. Use the following keys to control the display status.

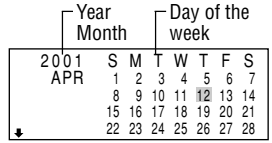
[NEXT] [PREV] : displays the following or previous month.

[▲] • Hold down either of these keys for rapid recall.

[◄] [►] : moves the cursor or scrolls the calendar up or down one week.

[▼]

1. Press [CALENDAR] to display the Calendar mode.




- " ⬇ " indicates the 5th or 6th week of the month is hidden below. To display the 5th or 6th week, press [▼] until the cursor scrolls into the next screen.

2. Press [NEXT] (or [PREV] ) to display the calendar for the next (or previous) month.

- When you reset the Organizer, the calendar defaults to Jan. 1, 2001.

### 2. Selecting the Weekly Format

The weekly format can be switched between SUN-SAT and MON-SUN.

1. Press [CALENDAR] to display the Calendar mode screen.
2. Press [MENU] [NEXT] [1] to select "1 WEEKLY FORMAT".
3. Press [1] or [2] to select "SUN-SAT" or "MON-SUN".

- A "▶" mark moves to your selection and you return to the mode in which you were before pressing [MENU] .

### 3. Returning the Calendar to the Current Date

Press [2nd] [CALENDAR] in Calendar mode.

- The current monthly calendar will be displayed, and the current date will flash.

***See also …***


Recalling the Listings ..... 15


## *Schedule Mode*

A schedule listing consists of 3 entries: date, time, and detail. In the date entry, 4 digits can be entered for the year and 2 digits each for the month, day, hour, and minute.

### 1. Storing the Schedule Listings

There are 3 ways to enter the desired date:

(1) Enter the desired date in Calendar mode
(2) Enter the desired date with [NEXT] (or [PREV] )
(3) Enter the desired date directly

After the date has been entered, the entry of time and detail is the same for all 3 ways.

**(1) Enter the desired date in Calendar mode**

*<Example>* Enter the following data.

"Lunch with Tom" from 11:30 AM to 1:00 PM on June 24, 2001.

1. Press [2nd] [CALENDAR] in Calendar mode to display the calendar for the current date (For example, April 12, 2001).
2. Press [NEXT] [NEXT] [▼] [▼] [▼] [▶] [▶] to move the cursor to June 24, 2001.
3. Press [SCHEDULE] to change to the Schedule mode.

   Time entry prompt for June 24, 2001 is displayed.

```
SUN JUN 24,2001
TIME?
```

4. Enter the starting and ending time.

   ***1130*** [AM] ***01*** [PM]

   (For the 24-hour clock, press 1130 [▶] 13 [▼].)

   "DESCRIPTION?" is displayed.

- ":00" will be entered automatically.
- You can enter schedule details without the ending time. Press [ENTER] (or [▼]) after entering the starting time to display the "DESCRIPTION?" prompt.
- You can also enter schedule details without a specified time, except details starting with a number. Skip entering time and start to enter letters for the details as described in step 5.
- The hour and minute should each consist of 2 digits.
- The time can be set using either the 12-hour or 24-hour format. When you move the cursor to the next entry field, the time is displayed in the format selected in the Clock mode.
- If an attempt is made to store an invalid time, you cannot move the cursor to the next entry field. Enter the correct time and follow the next procedure.

5. Enter the schedule detail.

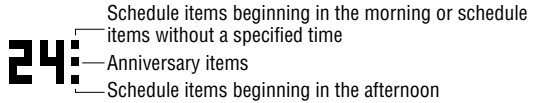
   ***Lunch with Tom***

```
SUN JUN 24,2001
11:30AM~ 1:00PM
Lunch with Tom_
```

6. Press [ENTER] to store the listing.
7. Now, press [CALENDAR] to check if the listing is stored in the memory.

```
↑ 2001   S M T W T F S
  JUN    3 4 5 6 7 8 9
        10 11 12 13 14 15 16
        17 18 19 20 21 22 23
        24• 25 26 27 28 29 30
```

- Notice the tag ( ■ ) on the right of "24". It indicates a scheduled item for that date:


24:
Schedule items beginning in the morning or schedule items without a specified time
Anniversary items
Schedule items beginning in the afternoon

**(2) Enter the desired date with [NEXT] (or [PREV])**

This is a convenient way of entering a nearby date. Press [NEXT] (or [PREV]) and change the display day by day until the desired date appears.

*<Example>* Enter a schedule listing on April 17, 2001.

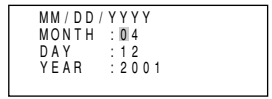
1. Press [SCHEDULE] to display the Schedule mode screen.
2. Press [2nd] [SCHEDULE] to display the time entry prompt for the current date (For example, April 12, 2001).
3. Press [NEXT] repeatedly until the time entry prompt for April 17, 2001 appears. Enter the time and detail following the procedure for "(1) Enter the desired date in Calendar mode" (from step 4) on this page.

**(3) Enter the desired date directly**

When the date is not close to the currently displayed date, the following method is more convenient than the previous 2 ways.

<*Example*> Enter a schedule listing on June 26, 2002.

1. Press [SCHEDULE] [C•CE] to display the date entry prompt.




2. Enter the date.
   ***06262002***
3. Press [ENTER].
   The time entry prompt for June 26, 2002 is displayed. Enter the time and detail following the procedure for "(1) Enter the desired date in Calendar mode" from step 4 on page 10.

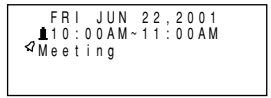
- If an attempt is made to store an invalid date, you cannot move to the time entry prompt. Enter the correct date and follow the next procedure.

## 2. Schedule Alarm

Schedule alarm sounds for approximately 20 seconds when the time set for a schedule listing is reached. Once a schedule item has been selected for the alarm and the alarm has been turned on, the alarm will sound automatically and the relevant item will be displayed even if the Organizer has been turned off. The alarm can also be set to sound for secret items without displaying the item.

<*Example*> Set an alarm for June 22, 2001 (Meeting at 10:00AM - 11:00AM).

1. Press [SCHEDULE] and enter the date, time, and schedule detail.
2. Press [2nd] [ALARM] to set the alarm and press [ENTER] to store.




   A "🔔" is displayed on the left of the starting time for the scheduled item, and an alarm sound mark ("🔔") is displayed on the left of the display.

- You cannot set the schedule alarm to the listings with no time entry.
- You can set an alarm while you are entering or editing the schedule item. When you press [2nd] [ALARM] while "🔔" is displayed, the alarm will be canceled and "🔔" will disappear from the display.
- If the alarm time you attempt to enter has already passed, the message "ALARM TIME ELAPSED!" appears briefly. Enter the correct alarm time.
- After the alarm sounds, "🔔" will disappear and the scheduled item will remain in the memory without "🔔".
- Even if "🔔" is turned off and the scheduled alarm time has passed, "🔔" will not disappear from the display.
- The schedule alarm may not sound if the time for a schedule listing arrives while you are exchanging data with a personal computer.
- Press [C•CE] to stop the alarm sound.

**Turn the alarm sound on and off**

Pressing [2nd] [🔔] after the alarm setting, turns off the alarm sound while keeping the schedule alarm turned on.

- A "🔔" disappears, and the alarm sound is set to off.
- Press [2nd] [🔔] to set the alarm sound to on again, so that the "🔔" is displayed.
- Setting the alarm sound ("🔔" mark status) does not affect the setting of the schedule alarm ("🔔" mark status) to each schedule listing.
- The schedule alarm set for the schedule listing will sound when the "🔔" is turned on and the time for each listing is reached. You cannot classify or declassify each listing.

***See also ...***


Recalling the Listings ..... 15
Editing the Listings ..... 17
Deleting the Listings ..... 17
Checking the Memory Storage .. 15
Entering Characters ..... 4

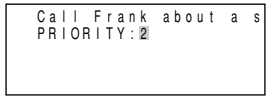
## To Do Mode

### 1. Storing the Listings

1. Press TO DO to display the To Do entry prompt.
2. Enter the description. For example,

   ***Call Frank about a sales meeting***
3. Press ENTER .
4. Enter the priority. For example,

   ***2***
5. Press ENTER to store it in the memory.




- Press C•CE twice to cancel the entry.
- The priority can be set by any number 0-9 or letter A-Z or just left blank by pressing ENTER . Lowercase letters entered without CAPS pressed will be changed to the uppercase letters.
- Order of priority is from 0-9, A-Z, then space.

### 2. Checking off Completed Items

1. Press TO DO to display the To Do entry prompt.
2. Press ENTER to enter the index mode.
3. Press ▼ and ▲ to select the item.
4. Press ✓ to mark it as done.

- "SORTING..." is displayed briefly and items marked with " ✓ " are given the lowest priority and listed at the end of the list.
- You can also check off the item by recalling each listing and pressing ✓ .
- To restore the checked off item, recall the listing to be restored, press 2nd EDIT to enter the edit mode, and then enter the priority.

***See also ...***


Recalling the Listings ..... 15
Editing the Listings ..... 17
Deleting the Listings ..... 17
Checking the Memory Storage .. 15
Entering Characters ..... 4

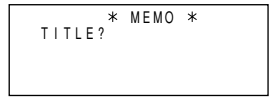

## Memo Mode

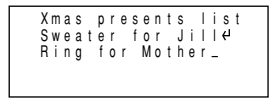
### 1. Storing the Memo Listings

1. Press MEMO to display the Memo entry prompt.
2. Enter the title. For example,

   ***Xmas presents list***
3. Press ENTER .
4. Enter the details. For example,

   ***Sweater for Jill*** ↵
   ***Ring for Mother***
5. Press ENTER to store it in the memory.




- The Memo listings are stored in alphabetical order.

***See also ...***

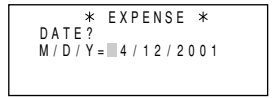

Recalling the Listings ..... 15
Editing the Listings ..... 17
Deleting the Listings ..... 17
Checking the Memory Storage .. 15
Entering Characters ..... 4

## *Expense Mode*

# 1. Creating the Expense Records

*<Example>* The date is April 5, 2001.
You bought flight tickets for a business trip for $1,200.

1. Press [EXPENSE] to enter the Expense mode.




- The month and the day must be entered using 2 digits and the year using 4 digits. For single digit months or days, enter "0" before the single digit.
- The date can be changed by pressing either [▼] or [▲].

2. Enter the expense date and press [ENTER].

***04052001*** [ENTER]

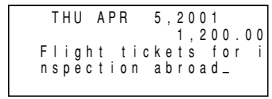
3. Enter the expense amount and press [ENTER].

***1200*** [ENTER]

- Numerical values can be input in up to 10 digits including 2 decimal places.

4. Enter the memo.

***Flight tickets for inspection abroad***




5. Press [ENTER] to store it in the memory.

- Press [C•CE] once or twice to return to the date entry prompt.
- The description field can be skipped by pressing [ENTER].

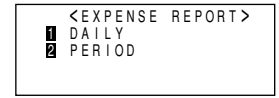
# 2. Expense Summaries

Expense summaries are a collection of records stored in Expense mode. You can recall them for a specific day or a certain period.

**(1) Summarizing an expense report for a specific day**

*<Example>* Specify the date, April 5, 2001.

1. Press [EXPENSE] to enter the Expense mode.
2. Press [2nd] [EXPENSE] to enter the Expense report mode.




3. Press [1] to select "1 DAILY".

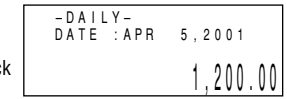
- The current date will be displayed.

4. Enter the desired date.

***04052001***

5. Press [ENTER].

- Press [ENTER] to return to the date entry prompt, when you wish to check another daily report.




**(2) Summarizing a report for a certain period**

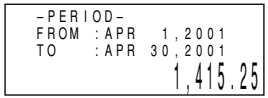
*<Example>* Starting date: April 1, 2001
Ending date: April 30, 2001

1. Press [EXPENSE] to enter the Expense mode.
2. Press [2nd] [EXPENSE] to enter the Expense report mode.
3. Press [2] to select "2 PERIOD".
4. Enter the starting and ending time.

***04012001*** [ENTER]

***04302001***

5. Press [ENTER] .




- Press [ENTER] to return to the date entry prompt.
- If the integer section in the calculation result exceeds 12 digits, "∗, ∗∗∗, ∗∗∗, ∗∗∗. ∗∗" is displayed.

***See also ...***


Recalling the Listings ..... 15
Editing the Listings ..... 17
Deleting the Listings ..... 17
Checking the Memory Storage .. 15
Entering Characters ..... 4


## *Anniversary Mode*

In Anniversary mode, you can specify the month and date (such as wedding anniversaries and birthdays), or month, week, and day of the week (such as Mother's Day (second Sunday in May)).

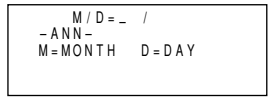
Once a date is stored as an anniversary, the date will be an anniversary for every year from 1901 to 2099.

Anniversaries are marked with a tag ( ■ ) in the center right of the date (See page 10) in the monthly calendar.

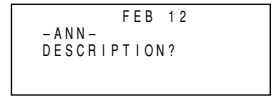
### 1. Storing the Anniversary Listings

*<Example 1>* Enter the following data.
"Nancy's Birthday" on February 12th.

1. Press [ANN] to enter the Anniversary mode.
2. Press [1] to select "1 MONTH/DAY" to enter the date entry prompt.



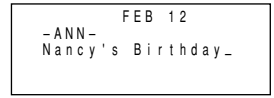

3. Enter the date and press [ENTER] (or [▼] ).




***0212*** [ENTER]

- If an attempt is made to store an invalid date, you cannot move to the description entry prompt. Enter the correct date and follow the next procedure.

4. Enter the description of the anniversary.

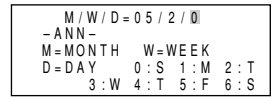



***Nancy's Birthday***

5. Press [ENTER] to store it in the memory.

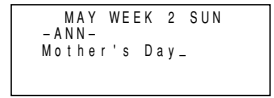
*<Example 2>* Register Mother's Day (second Sunday in May).

1. Press [ANN] to enter the Anniversary mode.
2. Press [2] to select "2 MONTH/WEEK" to display the date entry mode.
3. Enter the month, week, and day of the week.




***05 2 0***

4. Press [ENTER] , and then enter the description of the anniversary.




[ENTER] ***Mother's Day***

5. Press [ENTER] to store it in the memory.

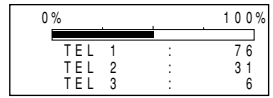
***See also ...***


Recalling the Listings ..... 15
Editing the Listings ..... 17
Deleting the Listings ..... 17
Checking the Memory Storage .. 15
Entering Characters ..... 4

## Checking the Memory Storage

1. Press [MENU] [1] to select "1 CHECK MEMORY".

   The number of listings stored in TEL1, TEL2 and TEL3 files is displayed.




2. Press [NEXT] again to display the number of listings stored in SCHEDULE, ANN1, and ANN2 files.
3. Press [NEXT] again to display the number of listings stored in MEMO, EXPENSE, and TO DO files.
4. Press [C•CE] to return to the mode in which you were before pressing [MENU].

- When the amount of memory used approaches "100%", delete unnecessary data to make enough space to store new listings.
- Since the same memory is used for all the modes other than the Calculator and Conversion modes, the number of listings that can be stored in each of these modes will vary depending on the situation of each mode.

## Freeing Up Memory

Deleting or modifying data during operation can produce unnecessary space in the memory of the Organizer. Delete unnecessary space and free up memory, when the Organizer displays "MEMORY FULL!".

1. Press [MENU] [NEXT].
2. Press [2] to start freeing up memory.

- "WORKING..." is displayed indicating that the memory is being freed up.

## Recalling the Listings

### 1. Notes for Recalling the Listings

- Perform searching the listings in each mode other than Clock, Calculator, and Conversion modes.
- The direct, keyword, and index searches are not case sensitive.
- When the symbol " ↓ " or " ↑ " is displayed, more information exists. Pressing [▼] or [▲] scrolls up or down one line.
- When there are no more (or relevant) listings to be recalled or to be searched, "NOT FOUND!" is displayed briefly and the display returns to the entry prompt.

### 2. Sequential Search

Recalls the listings in order in each mode.

To begin searching in Anniversary mode, press [ANN] to enter the Anniversary mode and then press [1] (or [2]) to select the searching type.

Press [NEXT] (or [PREV]) to recall the listings in forward (or reverse) order. Hold down either of these keys for rapid recall.

**Schedule listings**

- When nothing has been entered for that day, only the time entry prompt is displayed.
- Press [2nd] [SCHEDULE] in Schedule mode to recall the scheduled listings for the current day. Then press [NEXT] repeatedly to check if any other listings are scheduled for the current day.
- Press [2nd] [NEXT] (or [2nd] [PREV]) in Schedule mode repeatedly to recall the listings skipping empty dates. Press [C•CE] [C•CE], then press [2nd] [NEXT] (or [2nd] [PREV]) to display the first (or last) listing in chronological order. After the last (or first) listing in chronological order has been found, "NOT FOUND!" is displayed briefly.

## 3. Direct Search

Recalls the listings by the first character(s) of the name (or the contents) in Telephone, Schedule, To Do, or Memo mode.

1. Enter the first character(s) of the desired name (or the contents) in each mode.
2. Press [NEXT] (or [PREV]).

- The search in Schedule mode begins from the currently displayed date in forward (or reverse) order.
- If the desired listing in Telephone or Memo mode is not found, the subsequent listing in sequential order will be displayed.
- Each time [NEXT] (or [PREV] ) is pressed, sequential search will be performed.

## 4. Keyword Search

Recalls the listings by a word contained in the desired listing in Telephone, Schedule, To Do, or Memo mode.

*<Example>* Recall the listings containing the word “Sharp” in the TEL1 file.

1. Press [TEL] to display the TEL1 file.
2. Enter the word.

***Sharp***

3. Press [2nd] [NEXT].

- Each time [2nd] [NEXT] are pressed, subsequent listings containing the word “Sharp” will be displayed.

```
Johns, Pat
201-265-5600
F    265-1234
johns-P@sharpsec.com
Box G, Sharp Plaza,
```

## 5. Index Search

Recall the listings in Telephone, Schedule, To Do, Memo, Expense, or Anniversary mode. The listings recalled are listed one for each line on the display. To enter the index mode, press [ENTER] when the entry prompt or listing is displayed. In the Expense mode, press [C•CE] [ENTER] to enter the index mode when the entry prompt is displayed.

*<Example>* Display the Index in the Telephone mode.

1. Press [TEL] to display the Telephone mode screen.

```
    *  TEL 1  *
NAME?
```

2. Press [ENTER] to enter the index mode.

- The index of the Telephone listing is displayed.

```
Johns, Pat
Robert, Smith
Shingo Nakahara
Stevenson Dug
Tom Robert
```

- Up to five listings are displayed at a time.
- To display the first listing beginning with a particular character in the Telephone, or Memo mode, press the desired character key. If there is no listing for that character, the first subsequent listing will be displayed.
- Pressing [NEXT] and [PREV] scrolls the page forward and backward. To see the whole listings press [▲] and [▼] to select the desired listing, and press [ENTER]. Next, press [ENTER] again to enter the index mode.

## 6. Date Search

Recalls the listings by the date in Calendar, Schedule, or Expense mode.

**(1) Calendar or Schedule listings**

*<Example>* Recall the calendar or schedule for December 25, 2001.

1. Press [CALENDAR] or [SCHEDULE].
2. Press [C•CE] to display the date entry prompt.
3. Press [C•CE] and enter the month, day, and year.

```
MM/DD/YYYY
MONTH :04
DAY   :12
YEAR  :2001
```

***12252001***

To make a correction, move the cursor with [▼] or [▲], or press [C•CE] to clear the displayed date.

- To enter a single-digit month or day, enter zero and the digit.

4. Press [ENTER].

   The specified calendar or schedule will be displayed.

**(2) Expense listings**
Press [C•CE] in the Expense entry prompt, then enter the date and press [NEXT] (or [PREV]).

## 7. Other Search in Calendar Mode

**Recalling the scheduled item from the Calendar mode**
The scheduled date is displayed with the tag (■) on the right of the date number.

1. Press [CALENDAR] to display the Calendar mode.
- Pressing [2nd] [CALENDAR] displays the current date.
2. Press the cursor movement keys ([▲], [▼], [◄], [►]) to move to the date with a tag.
3. Press [SCHEDULE] to display the schedule contents.

## *Editing the Listings*

## 1. Editing the Listings

1. Recall a listing in the desired mode.
2. Press [2nd] [EDIT].
- The edit mode is entered and the cursor flashes.
3. Modify the data as desired.
4. Press [ENTER] to store it in the memory.
- In the index display, press [ENTER] to display the desired listing, and press [2nd] [EDIT]. You cannot enter the edit mode in the index display.

## 2. Creating a New Listing

Pressing [2nd] [ENTER] instead in step 4 in the above section, "1. Editing the Listings", creates a new listing without deleting the previously stored listing.

This operation is useful when you enter a new listing whose contents are the same as or similar to the previously stored listing.

## *Deleting the Listings*

## 1. Deleting One Listing

1. Recall the listing to be deleted.
2. Press [DEL].
   "DELETE? Y/N" will appear.
3. Press [Y] to delete the currently displayed listing.
- To cancel the deletion operation, press [N].
- You can also delete individual listing on the index display.

  In the index mode, press [▼] or [▲] to select the listing you want to delete, and press [DEL] and [Y].

## 2. Deleting All of the Listings in Each Mode

**(1) Deleting all of the listings in each mode**
If all of the listings for Telephone, Schedule, To Do, Memo, Expense, or Anniversary mode are not necessary any more, you can delete them all at once.

*<Example>* Delete all listings in the TEL1 files.

1. Press [MENU] [3] to select "3 DATA DELETION".
2. Press [1] to select "1 TEL".
3. Press [1] to select "1 TEL1".

   "DELETE? Y/N" is displayed.
- After performing step 1, press the following keys in other modes:
  SCHEDULE: [2] [1]
  ANN1: [2] [2]
  ANN2: [2] [3]
  MEMO: [3]
  EXPENSE: [4]

TO DO (ALL): [NEXT] [1] [1].
TO DO (DONE): [NEXT] [1] [2] .

- When the Secret function is on, "SECRET ON MODE" is displayed and the file cannot be deleted. In this case, turn the Secret function off (page 21) and repeat the above procedure.

4. Press [Y].

- To cancel the deletion operation, press [N].
- All of the listings (including secret listings) in the selected mode will be deleted all at once.

**(2) Deleting all of the scheduled listings for an entire month**

1. Press [CALENDAR] to recall the calendar for the desired month.
2. Press [DEL]. "DELETE? Y/N" will appear.
3. Press [Y] to delete all of the schedule listings for the currently displayed month.

- To cancel the deletion operation, press [N].
- Although all of the schedule listings for the month are deleted, anniversaries are still retained.

**(3) Deleting the password and secret listings**

(Refer to page 21, "Secret Function" on registering the password and turning the Secret function on and off.)

The password and all secret listings can be deleted at the same time.

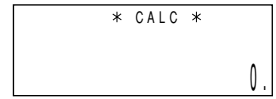
1. Press [MENU] [3] to select "3 DATA DELETION".
2. Press [NEXT] [2] to select "2 SECRET DATA".
   "ALL SECRET DATA DELETE? Y/N" is displayed.
3. Press [Y] .

- To cancel the deletion operation, press [N].
- "DELETED!" is displayed briefly and the password and all secret listings are deleted.

## *Calculator Mode*

The Organizer's built-in calculator can perform the 4 arithmetic calculations in up to 12 digits.

Calculator mode is selected by pressing [CALC/CONV] once or twice. Each time you press this key, the display switches between Calculator and Conversion modes.




Before performing any calculation, press [C•CE] twice to clear the display.

- An error occurs when the integer section of the calculation result exceeds 12 digits, if the memory exceeds 12 digits, or a number is divided by zero. ("-E-" is displayed.)

  Press [C•CE] to cancel the error.

| Example | Operation | Display |
|---|---|---|
| (–24+2) ÷ 4= | [–] 24 [+] 2 [÷] 4 [=] *1 | –5.5 |
| 34 + 57 =<br>45 + 57 = | 34 [+] 57 [=] The second figure (57) becomes the constant.<br>45 [=]<br>(Subtraction and division are performed in the same way as above.) | 91.<br>102. |
| 68 × 25 =<br>68 × 40 = | 68 [×] 25 [=] The first figure (68) becomes the constant.<br>40 [=] | 1,700.<br>2,720. |
| What is 10% of 200? | 200 [×] 10 [%] | 20. |
| What percentage is 9 of 36? | 9 [÷] 36 [%] | 25. |
| 200 + (200 × 10 %) = | 200 [+] 10 [%] | 220. |
| 500 – (500 × 20 %) = | 500 [–] 20 [%] | 400. |

| Example | Operation | Display |
|---|---|---|
| $\sqrt{25-9}=$ | 25 [−] 9 [=] [√] | 4. |
| $(4^3)^2=$ | 4 [×] [=] [=] [×] [=] | 4,096. |
| 1/8 | 8 [÷] [=] | 0.125 |
| $25\times5=$<br>$-)\ 84\div3=$<br>$+)\ 68+17=$<br>(Total) = | [CM] 25 [×] 5 [M+]<br>84 [÷] 3 [M−]<br>68 [+] 17 [M+]<br>[RM] | -M- 125.<br>-M- 28.<br>-M- 85.<br>-M- 182. |
| 123456789098 × 145 = | 123456789098 [×] 145 [=]<br>[C•CE]<br>(17.9012344192 × $10^{12}$ = 17901234419200) | – E –<br>17.9012344192<br>17.9012344192 |

*1 [−] (minus) can only be used when entering a negative number as the first number. Use [+/−] for following negative numbers during calculation.

<*Example*> 5 × (–10) = –50

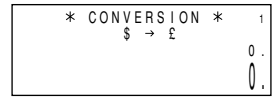
**5** [×] **10** [+/−] [=]

## *Conversion Mode*

Each time you press [CALC/CONV] , the display switches between Calculator and Conversion modes.

This mode has 2 types of conversions; currency conversions and unit conversions.

The number on the top right of the conversion display indicates the selected conversion type.



← Conversion display number

| No. | Conversion pattern | | | No. | Conversion pattern | | |
|---|---|---|---|---|---|---|---|
| | Unit A | | Unit B | | Unit A | | Unit B |
| 1 | $ | → | £ | 10 | gal | → | l |
| 2 | $ | → | DM | 11 | l.gal | → | l |
| 3 | € | → | $ | 12 | fl.oz | → | ml |
| — | — | — | — | 13 | l.fl.oz | → | ml |
| 4 | inch | → | cm | 14 | oz | → | g |
| 5 | feet | → | m | 15 | lb | → | kg |
| 6 | yard | → | m | 16 | °F | → | °C |
| 7 | mile | → | km | 17 | cal | → | J |
| 8 | acre | → | $m^2$ | 18 | hp | → | W |
| 9 | acre | → | ha | 19 | PS | → | W |

### 1. Changing the Conversion Display

1. Press [CALC/CONV] once or twice to select the Conversion mode.
2. Press [NEXT] and [PREV] until the desired conversion type is displayed.

## 2. Setting the Rate

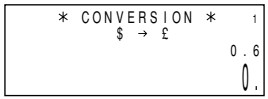
*<Example>* Set the following rate: $1 = £0.6

1. Press [CALC/CONV] once or twice to select the Conversion mode.
2. Press [NEXT] (or [PREV]) to select the conversion display number 1.
3. Press [2nd] [EDIT] .

- The result display disappears and the rate display flashes.

4. Enter the rate (up to 10 digits).

***0.6*** [ENTER]




## 3. Changing the Currency or Unit

If there is no conversion pattern you want to use, you can change the currency or unit in the conversion patterns No. 1 to No. 3.

1. Repeat steps 1 to 3 of the above section, “Setting the Rate”.
2. Press [▲], [▶] and [◀] to move the cursor to the currency to be changed and enter the new currency or unit.

- Up to 7 letters can be entered each for unit A and unit B.

3. Press [▼] to move the cursor to the rate field and enter the rate.

## 4. Converting Currency/Unit

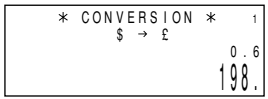
To convert unit A to unit B, press [▶].

To convert unit B to unit A, press [◀].

*<Example 1>* Convert $198 to £.

1. Press [NEXT] (or [PREV]) to select the unit. (In this example, select the conversion display number 1: $1 = £0.6.)
2. Enter the value to be converted.

***198***




3. Press [▶] to convert it.
The conversion result is displayed.

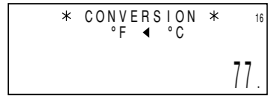
- Once you have set each rate, you can perform a consecutive conversion such as from £ to $, and then from $ to DM.
- The previous conversion result remains on the display, when you switch from one conversion type to another. Press [C•CE] to clean the result and start another conversion.

*<Example 2>* Convert 25°C to °F.

1. Press [NEXT] (or [PREV]) to select the unit. (In this example, select the conversion display number 16, which does not display the rate.)
2. Enter the value to be converted.

***25***

3. Press [◀] to convert it.




- The conversion result may have a slight calculation error as a result of rounding off the number. Use the conversion result for reference.

## *Secret Function*

The Secret function allows you to protect confidential listings with a password, so that no unauthorized person can recall them.

### 1. Registering a Password

Up to 7 characters can be registered for the password.

> If you forget the password, it will be necessary to clear the password and all secret listings from the memory (see page 18). As a safeguard, make a written record of the password.

1. Press [2nd] [SECRET].

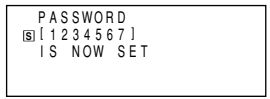
- If "ALLOW ACCESS TO SECRET DATA" is displayed instead, a password is already registered.
  To delete and change the password, refer to page 22.

2. Enter the password. For example,

   ***1234567***

3. Press [ENTER].

   "PASSWORD [1234567] IS NOW SET" and an " [S] " are displayed. The " [S] " indicates the Secret function is in effect.




4. Press [C•CE] to display the entry prompt.

### 2. Turning the Secret Function On and Off

When the Secret function is on, an " [S] " is displayed. When the Secret function is off, the " [S] " is cleared even after the password is registered.

**(1) Turning the Secret function off**

1. Press [2nd] [SECRET].

2. Enter the password and press [ENTER].

   (Enter "1234567" in this case.)

   "SECRET DATA ACCESSIBLE!" is displayed briefly. The Secret function is now off and secret listings can be recalled. The display changes into the entry prompt without the " [S] ".

- If the incorrect password is entered, "INCORRECT PASSWORD!" will be displayed briefly and the display changes into the entry prompt.
- Even after the Secret function is turned off, the Secret function will automatically be turned on after manual or auto power off.

**(2) Turning the Secret function on**

1. Press [2nd] [SECRET].

2. Press [1] to select "1 HIDE SECRET".

   "SECRET DATA IS HIDDEN!" is displayed briefly. The Secret function is now on and secret listings cannot be recalled. The display changes into the entry prompt with the " [S] ".

### 3. Designating the Listings as Secret

Only one password can be registered, but many secret listings can be entered.

A " ✳ " next to a listing indicates it is secret. Secret listings cannot be recalled unless the Secret function is off.

**(1) Storing a listing as secret**

1. Press [2nd] [MARK✳] during the data entry.

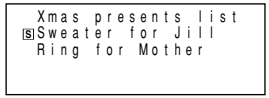
   A " ✳ " is displayed.

2. Press [ENTER] to store it in the memory.

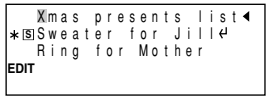
**(2) Designating a stored listing as secret**

*<Example>* Designate the listing for "Xmas presents list" as secret.

1. Recall the listing.




2. Press [2nd] [EDIT] to enter the edit mode.
3. Press [2nd] [MARK✱]. The "✱" is displayed.
4. Press [ENTER]. The listing is now designated as secret.




**(3) Changing a secret listing to non-secret**

1. Turn the Secret function off. (Refer to page 21.)
2. Recall the desired secret listing.
3. Press [2nd] [EDIT] to enter the edit mode.
4. Press [2nd] [MARK✱]. The "✱" disappears.
5. Press [ENTER].

   The secret listing is now changed to non-secret.

**(4) Recalling (and editing) the secret listings**

Perform recalling (or editing) the secret listings in each mode.
To recall (and edit) the secret listings, the Secret function must first be turned off.

**(5) Recalling only the secret listings**

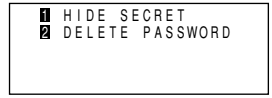
1. Turn the Secret function off. (Refer to page 21.)
2. Press the desired mode key to display the mode screen in which you want to recall the listing.
3. Press [2nd] [MARK✱] to display the "✱".
4. Press [2nd] [NEXT] (or [2nd] [PREV]).

The secret listings only are sequentially recalled.

- If no secret listing is found, "NOT FOUND!" is displayed briefly and the display returns to the entry prompt.

**(6) Deleting and changing the password**

1. Turn the Secret function off. (Refer to page 21.)
2. Press [2nd] [SECRET].
3. Press [2] to select "2 DELETE PASSWORD".




4. Enter the old password to be deleted and press [ENTER].

   "PASSWORD IS DELETED!" is displayed briefly and the display changes into the entry prompt.
5. To register a new password, follow the procedure described in "1. Registering a Password" on page 21.

**If you forget the password**

If you forget the password, you have to delete it by deleting all the secret data.

Make sure that you really want to delete them, and see page 18, "(3) Deleting the password and secret listings".

## *Battery Replacement*

### General guidelines

The Organizer uses the following type of battery:

| Use | Type | Size/Model | Qty. |
|---|---|---|---|
| General operation | Alkaline batteries | LR03 (L30) | 2 |

## 1. Precautions

There are some extremely important points to remember when installing new batteries:

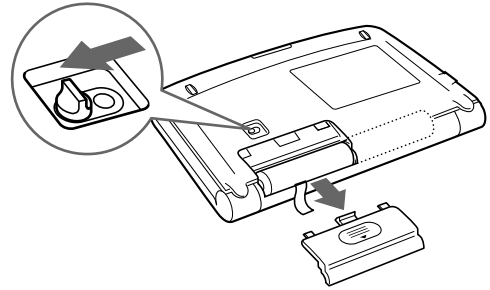
- Replace the two operating batteries at the same time with new batteries of the same type.
- Keep batteries out of the reach of children.
- Remove batteries from the unit when they become weak or when the unit will not be used for a long period of time. Leaving weak batteries in the unit may cause battery leakage and damage from corrosion.
- Do not dispose of batteries by fire as they may explode.

## 2. Replacing the operating batteries

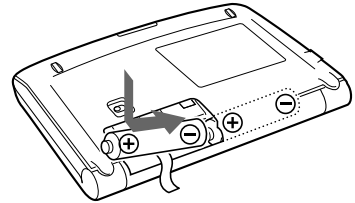
The Organizer detects two low battery levels which are warning and fatal. When the batteries is in warning level, the **BATT** symbol appears at the display. In fatal level, the organizer will turn off automatically without indication.

If the **BATT** symbol still appears or nothing is shown, replace both of the operating batteries immediately.

1. Press OFF to turn off the Organizer.
2. Set the battery replacement switch on the bottom of the Organizer to **REPLACE BATTERIES**.
3. Slide off the operating batteries cover.



4. Remove the old batteries by pulling the ribbon tab.
5. Insert the two new batteries on top of the ribbon tab, taking care to position them correctly according to the plus (+) and minus (–) terminals, as shown below.



6. Replace the cover.
7. Set the battery replacement switch to **NORMAL OPERATION**.
8. Press the **RESET** switch with a ball-point pen or similar object.
   If nothing appears on the display, repeat the above battery replacement procedure step by step.
9. Set the clock to the correct time.

★ The following are the settings and contents that may change after replacing the batteries.

- The alarm sound on and off
- The key touch tone on and off
- The DST
- The LCD contrast
- The CAPS on and off
- The memory of the calculator
- The first display contents when you press SMBL

## *Specifications*

**Model:** ZQ-520/ZQ-540

**Display:** 120 × 40 dot matrix liquid crystal display

**Applications:** Calendar, Schedule, To Do, Anniversary, Telephone, Memo, Expense, Expense Report, Clock, Calculation, Conversion

**Memory capacity:**

ZQ-520: 1MB Flash memory
User area approx. 896 KB

ZQ-540: 2MB Flash memory
User area approx. 1,920 KB

**Application capacity:**

ZQ-520: 10,000 entries
(Schedule 2,500, TEL 2,500, Memo 2,500, To Do 1,500, Expense 1,000) in total

ZQ-540: 20,000 entries
(Schedule 5,000, TEL 5,000, Memo 5,000, To Do 3,000, Expense 2,000) in total

These capacities assume the following average entry sizes.

Schedule: 22 characters/entry
Tel: 8 characters/entry in the name field
10 characters/entry in number field
Memo: 12 characters/entry in title field
18 characters/entry in description field
To Do: 30 characters/entry in description field
Expense: 6 characters/entry in amount field
11 characters/entry in memo field

* Maximum storage in each application: 5,000 entries

**Maximum data size per entry:** Approx. 2,000 bytes

**Calculator digits:** 12

**Clock mode:**

| | |
|---|---|
| Accuracy: | ±30 seconds/month (at 25°C/77°F) |
| Display: | Year, month, day, day of the week, hour, minute, AM/PM, city name, time zone |
| Clock system: | 12-hour/24-hour format (switchable) World clock function, daylight saving time/summer time display function, schedule alarm function |

**Peripherals and Data transfer interface:**

Cable jack: 3-pin connector

**Power consumption:** 0.5W

**Operating temperature:** 0°C – 40°C (32°F – 104°F)

**Power supply:** Battery: 3V ⎓ (DC)
(Alkaline batteries LR03 × 2)

**Battery life:**

Battery life may vary depending on usage.

- Approx. 1200 hours
  When data is continuously displayed without Backlight (at 25°C/77°F).
- Approx. 300 hours
  When data is continuously displayed with Backlight, for 2 minutes per hourly use (at 25°C/77°F).
- Approx. 270 hours
  When data is searched for 5 minutes, and displayed for 55 minutes per hourly use and Backlight is on for 2 minutes per hourly use (at 25°C/77°F).

**Weight:** Approx. 175 g (0.39 lb.) (including batteries)

**Dimensions:**

**Open:** 139 mm (W) × 145.5 mm (D) × 11.8 mm (H)
5-15/32" (W) × 5-23/32" (D) × 15/32" (H)

**Closed:** 139 mm (W) × 80 mm (D) × 21 mm (H)
5-15/32" (W) × 3-5/32" (D) × 13/16" (H)

**Accessories:** Alkaline batteries LR03 x 2,
Operation manual,
Software CD-ROM,
PC Link cable

## *Using the included Software CD-ROM*

The CD-ROM supplied in this package includes the following software. With these applications, you can link your Organizer to your PC and increase the functionality of your Organizer.

### PC Software

This software enables you to synchronize data on your PC with that in your Organizer.

### Downloader for SHARP Electronic Organizer

This software lets you download a variety of contents for use with your Organizer.

These helpful software are easy to install. Place the CD-ROM in the CD-ROM drive on your PC, and the "SHARP Electronic Organizer Menu" window will appear. Follow the instructions on the screen to complete the installation. If the "SHARP Electronic Organizer Menu" does not appear, double click the My Computer icon on your PC, click your CD-ROM drive then proceed to install the software.
Before installing the software, read the software requirements.

### 1. PC Software Requirements

- Windows® 2000 Professional, Windows® 98 or Windows® 95
- 133 MHz or higher Pentium-compatible CPU (Windows® 2000 Professional),
  75 MHz or higher Pentium-compatible CPU (Windows® 98 or 95)
- 64MB RAM (Windows® 2000 Professional),
  24MB RAM (Windows® 98 or 95)
- 16MB free hard disk space
- VGA monitor or better
- CD-ROM drive double speed or higher
- One available serial port with D-sub 9-pin connector
- Microsoft® Mouse or compatible Pointing Device
- An Internet Service Provider is required for Internet and Web access on your PC.

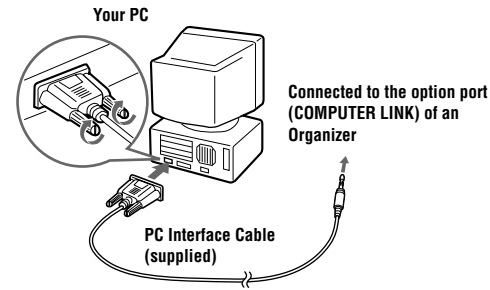
### 2. Installing PC Software

To install PC software, make sure Windows is running on your PC and you have the CD-ROM from your SHARP Organizer package.

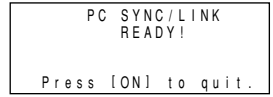
1. Insert the CD-ROM in your CD-ROM drive to automatically start the installation program.
2. Click the [Install] button.
3. Follow the installation instructions that appear on the screen.

### 3. To setup your Organizer for use with PC Software

1. First turn off your PC and Organizer before connecting the supplied cable.
2. Connect the standard 9-pin connector of the supplied cable to one of the COM ports on your PC.
   - You will need to purchase an adaptor in order to use a COM port with a 25-pin connector.
3. Connect the supplied cable to the option port (COMPUTER LINK) of your Organizer.



4. Turn on your PC and Organizer.
5. Press [PC SYNC] on your Organizer.




- Your Organizer is now ready to exchange data.
- Press [ON] at any time to exit the PC-Link mode.
- The alarm setting is ignored. The alarm will not sound during data transfer.
- The Auto power off function is disabled in the PC-Link mode.
- If an error message appears while transferring data, press [ON] .

MEMO

# SHARP CORPORATION

PRINTED IN CHINA
00CTO (TINSE0370EHZZ)